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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330

MICHAEL F. KELLY  
COMMISSIONER

JAY BRADSHAW  
DIRECTOR

**Examination Committee Meeting  
Tuesday, October 19, 1999  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis, R. Doughty, D. Kinney, J. LeBrun

**Absent:** E. Ekholm, T. Beals, B. Zito, D. Bahr

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:38 a.m.

A. Introductions - None

B. Assign Timekeeper - J. LeBrun agreed to be timekeeper for the meeting.

C. Additions/Deletions to the Agenda - Changes to the Amount of Time to Obtain  
Written Exam Results

D. White noted that E. Ekholm had informed him that he would be unable to attend the meeting.

**2. Minutes - September 21, 1999, meeting minutes - review for acceptance**

***Motion: To accept the minutes of the September 21, 1999 meeting (LeBrun;Kinney - motion carries)***

**3. Old Business**

**A. Examination Process/*Examination Administrators Manual***

The Committee completed review of the manual. D. White will make changes and distribute a current copy at next month's meeting.

**Consensus was to work on Appendices A & B at next month's meeting**

**B. Exam Committee Retreat - Next Steps - tabled**

### **C. Enhanced Intermediate - Blueprint for Written Exam**

Discussion centered around the Committee's responsibility in the Enhanced Intermediate process. **Consensus of the Committee was to have E. Delano develop skillsheets and written questions based upon the proposed curriculum for Enhanced Intermediate and to forward that information to the Committee for its review.**

### **D. Review of BLS Skillsheets**

The BLS skillsheets were discussed. Points of conversation were:

- ✓ The BLS exams skillsheets should have an exam series number (as was done with the ALS skillsheets).
- ✓ Skillsheet request form should be updated to include the series number
- ✓ A letter should go to all regional offices asking them to destroy old versions of the skillsheets and to inform them that students must receive skillsheets by the midpoint of the licensing course.

J. LeBrun suggested that the skillsheets be included on the Maine EMS website.

### **E. Exam Committee Vacancy**

There continues to be a vacancy on the Committee for a Level III Instructor Coordinator.

### **F. Exam Accommodation Policy - tabled**

## **4. New Business**

### **A. Changes to the Amount of Time to Obtain Written Exam Results**

J. LeBrun reported that the Ops Team had discussed problems with the exam results time limits (the time that a candidate can expect to wait after taking the written First Responder or EMT-Basic exam in order to learn the results of the exam) listed in the exam application form. The Ops Team opted to raise the time limit to 4 weeks, and to make changes to the exam admission form as necessary.

## **5. Next Meeting**

**The next meeting will be held on November 16, 1999, from 9:30 a.m. to 12:30 p.m. at Maine EMS in Augusta.**

**A. Set Agenda - Next agenda to include:**

1. Examination Process/*Examination Administrators Manual*
2. Exam Committee Retreat - Next Steps
3. Enhanced Intermediate - Blueprint for Written Exam
4. Exam Committee Vacancy
5. Exam Accommodation Policy

**6. Adjournment** - The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Drexell White